

# Progress Tracking & Reporting SOP

Interior Design & Architecture

Document type: Plan / SOP / strategy / guide · Generated 27 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Produce a progress-tracking and client-reporting SOP for interior projects — daily/weekly site tracking, photo updates, milestone and payment linkage, and issue flagging — so projects stay on track and clients stay informed. Describe your context below.

## Purpose of this tool & output

Keep clients informed and projects on track

## How the output is used

Use it to keep clients informed and projects on track — a progress tracking and reporting SOP with regular updates.

## Important cautions

AI-generated SOP; adapt to your tools and project load.

## Companion documents

- Site Execution SOP
- Contractor & Vendor Coordination Plan
- Site Quality Checklist
- Snag List & Rectification Plan
- Project Schedule / Timeline
- Interior Site Safety Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.